

## **IBA Questions**

Your role as an IBA is that of advisor, facilitator, and liaison. You are there to provide fiscal oversight and agency-specific incident business expertise and advice, and to facilitate communications between the home unit, the IMT, and the support units. Upon arrival at the incident, and depending on the circumstances, the following are some questions you may need to ask.

### **Questions for Line officer/Agency Administrator (your boss while on the incident):**

- What are your issues and concerns?; What do you need from me as an IBA, how can I help you?
- How much support can I expect from the DNRC land office/unit staff and who are my primary contacts there?
- Do I have access to a cell phone/computer, etc?
- What resources (personnel/equipment, agency/fire dept/county/private contractors) are currently on the incident?; What orders are expected to be filled in the near future?
- Are there any political considerations I should be aware of ?
- What are the cost containment considerations – for DNRC, for the other agencies?
- What incident-specific issues are addressed in the Delegation of Authority to the IMT?
- Has the line officer met with the FSC to discuss incident finance package requirements, cost reporting requirements, DNRC-specific policies & procedures, cost containment guidelines, etc?, Can I help with this?
- Who do the Buying Team and/or Expanded Dispatch report to and who is their incident agency liaison?; Have operating procedures between these two support units been established?
- Is there a need for a cost-share agreement?; Has one been initiated?; If so, how will it affect the cost reporting requirements?; Is there anything I can do to help facilitate the cost-share agreement process?
- Are there any other local agreements that I should be aware of? ie: Annual Operating Agreement with county, local law enforcement, etc.

### **Questions for IMT Finance Section Chief:**

- Do you have a copy of the DNRC Operating Guidelines? other applicable agency operating guidelines? agency service and supply plan? the regional IIBMh supplements?
- At the AA's initial briefing, were there issues or concerns shared regarding incident business operations?
- Are you aware of the DNRC contracts in place for items such as sack lunches, water, gatorade, port-o-potties? Are these contracted vendors being used according to the terms of the contract?
- Are you aware of DNRC policies related to payment of county/fire dept forces? Do you need additional information or assistance?
- Is there county/fire dept involvement in the incident such that you need to order a County Agency Representative or County Fire Advisor to assist in managing these resources?
- Is the ordering schedule adequate and are the resource orders processed promptly?
- How are you tracking incident costs?, Are you reporting them to the home unit daily?
- What are the cost reporting requirements related to the cost share agreement, if there is one?
- Have you been informed of the DNRC fire finance package requirements?
- Are there any agency-specific questions or issues that I, as an IBA, can help you with?

### **Questions for Buying Team Leader:**

- Do you have a copy of the DNRC Operating Guidelines? other applicable agency operating guidelines? agency service and supply plan? the regional IIBMH supplements?
- Are you aware of the DNRC contracts in place for items such as sack lunches, water, gatorade, port-o-potties? Are these contracted vendors being used according to the terms of the contract?
- How are communications between Expanded Dispatch, the Buying Team, and the IMT?
- Are you tracking and reporting costs for items you are procuring for this incident?; Are these costs being properly reported to the home unit?
- Do you have adequate staff, equipment, and facilities?
- What operating hours have been established?; Are they adequate to meet the needs of the IMT?
- How is the ordering process going, delays, problems?
- How is accountable property being tracked and documented?
- Are you actively seeking to procure resources, supplies, and equipment locally wherever possible?
- Do you have any agency-specific questions or concerns that I can help with?

### **Questions for Expanded Dispatch Coordinator:**

- Do you have a copy of the DNRC Operating Guidelines? other applicable agency operating guidelines? agency service and supply plan? the regional IIBMH supplements?
- Are you aware of the DNRC contracts in place for items such as sack lunches, water, gatorade, port-o-potties? Are these contracted vendors being used according to the terms of the contract?
- How are the communications between Expanded Dispatch and the Buying Team and the IMT?
- Is the IMT ordering resources through Expanded Dispatch and/or the Buying Team, or direct from the source?; Are proper procedures being followed?
- Are Expanded Dispatch personnel buying direct versus going through the Buying Team?; If so, is there a tracking process in place?
- What operating hours have been established?; Are they adequate to meet the needs of the IMT?
- How is the ordering process going, delays, problems?
- How is accountable property being tracked and documented?
- Are you actively seeking to procure resources, supplies, and equipment locally wherever possible?
- Do you have any agency-specific questions or concerns that I can help with?

### **Additional sources of information:**

- Attend all planning meetings and briefings related to the incident if possible
- Consult with incident unit administrative staff for questions related to issues specific to that area and local operating agreements
- Obtain the Incident Action Plan, the WFSA, and the Delegation of Authority
- Consult IIBMH, DNRC Operating Guidelines, National Interagency Mob Guide, NRCG Mob Guides for Private contractors and Local Govt, Fireline Handbook, etc.
- Contact agency fire business management coordinators listed in the IIBMH Zero Code for agency-specific questions.